



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN: AUTOMOBILE MECHANIC

SALARY RANGE:	Range A: \$3,338 - \$3,843 per month* <small>*The Starting Salary applies to those first entering State Service. Maximum salary is typically for State Employees who meet the criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</small>
TENURE/TIME BASE:	Full Time/Permanent
PROGRAM/DEPARTMENT:	General Services
FINAL FILING DATE:	Until Filled

DESCRIPTION OF DUTIES:

Under the direction of the Automotive Pool Manager I and the lead Automobile Mechanic, the Automobile Mechanic performs skilled work in the adjustment, servicing, and repair of automotive equipment. Typical duties include, but are not limited to, engine tune-ups; brake adjustments and, whenever necessary, brake replacements; transmission repairs (both major as well as minor); electrical and minor body repairs; inspections of automotive equipment to determine corrective action and estimate cost of repairs; advise in the selection of and storage of automotive parts and equipment; operate and maintain automotive shop equipment; instructing the operators in the proper operation and servicing of their equipment; instruct unskilled assistants as needed, and perform minor welding and brazing work. Other duties may be requested as outlined on the employee's duty statement. Incumbent must be able to work in a variety of weather conditions and be able to assist with lifting heavy objects.

WHO MAY APPLY:

Applicants must possess Civil Service Eligibility and must meet the minimum qualifications of this classification to be qualified. Eligibility may consist of one of the following: list eligibility, lateral transfer or reinstatement to state service. Applicants must indicate their eligible status in the title section of the Employment Application (STD-678). For more information on the qualifications, please visit the California Department of Human Resources website at www.calhr.ca.gov. The STD-678 may be obtained by visiting the Human Resources Office at Sonoma Developmental Center, other state agency human resources offices, or may be downloaded from the California Department of Human Resources website. Please mail or hand-deliver your application to the address indicated below. Appointments may be subject to Departmental Restriction of Appointment (DROA), State Restriction of Appointment (SROA), Surplus and Re-employment List procedures, pre-employment physical, drug screening, and fingerprint clearance. Applications will be reviewed and only the most qualified applicants will receive a selection interview.

Faxed applications or resumes that are submitted without a completed STD. 678 attached will not be accepted for any reason.

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:

Sonoma Developmental Center
Human Resources Department – Room 124
15000 Arnold Drive / PO Box 1493
Eldridge, CA 95431

(707) 938-6650 (Contact Karrie Hubbenette with questions specific to essential functions of the position). Civil Service Eligibility will be determined by the analyst in Human Resources Department at the Sonoma Developmental Center.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.